

राष्ट्रीय अकादमी  
सीमा शुल्क, अप्रत्यक्ष कर एवं स्वापक विभाग  
आंचलिक परिसर  
कानपुर



NATIONAL ACADEMY  
OF  
CUSTOMS, INDIRECT TAX & NARCOTICS,

**Zonal Campus**

**KANPUR**

F.NO. II(12)14/Estt./NACIN/ZC/KNP/2019/804(slv)

DATED: 16.12.2019

To,

All Principal Chief Commissioners / Chief Commissioners of Customs / CGST  
All Principal Director Generals / Director Generals in the Department of Customs / CGST  
All Principal Additional Director Generals / Additional Director Generals in the Department of Customs / CGST  
All Principal Commissioners/Commissioners of Customs / Customs (P) / CGST

Sir/Madam,

**Subject:** Holding of Departmental Examination of Inspectors of Central Tax for Confirmation from 04.02.2020 to 07.02.2020 – **Guidelines-Reg.**

As per the Ministry's letter F.No.A-34011/1/2003 AD-III.A, dated 13.08.03, NACIN has been conducting examination for different grades of the officers of the Department. The NACIN, Zonal Campus, Kanpur has been entrusted with responsibility for holding of Central Excise Departmental Examination of Inspectors for confirmation since June, 2006. The examination consists of five papers of written examination and two viva-voce examinations. The **Schedule and Syllabus** for departmental examination to be held **from 04.02.2020 to 07.02.2020** are enclosed herewith as **Annexure-I.**

2. For conducting departmental examination, the ZC, Kanpur has started a website having address [www.nacenkanpur.gov.in](http://www.nacenkanpur.gov.in) since January 2015. In this website, a tab for 'Examination' has been provided to deal with the work of Departmental Examination. Concerned officers of each Commissionerate / Directorate are requested to **go through the above website and register their respective Commissionerate / Directorate** for the purpose of departmental examination as per step-wise guidelines given at **Point No.1 of Annexure-II.**

3. The Commissionerates/Directorates already registered on [www.nacenkanpur.gov.in](http://www.nacenkanpur.gov.in) (in March 2018) are not required to register again since it is One Time Registration process. They may use their previously registered user-id (**starting with 'nzk'**).

4. For electronic Communication with NACIN, ZC, Kanpur, each Commissionerate/Directorate is required to **nominate a Nodal Officer**. Therefore, it is requested that a nodal officer of the rank of ADC/JC may be nominated for the purpose. If no ADC/JC rank officer is available in the Commissionerate / Directorate, then only these Commissionerates / Directorates may appoint DC/AC as a Nodal Officer for the above said purpose.

5. The details of the nodal officer nominated for the above said examination may be updated at [www.nacenkanpur.gov.in](http://www.nacenkanpur.gov.in) and also communicated via our **E-mail i.e. [nacen.kn-up@nic.in](mailto:nacen.kn-up@nic.in)** for the purpose of security & record.

6. Tax Nodal Officers will be able to amend/modify the list of candidates as well as download the question paper on the date of examination. Therefore, the Nodal Officer may be requested to keep user id and password confidential.

7. Further, the following process of scheduled examination may be completed as per following schedule.

(i) One Time Registration process	- by 03.02.2020 (upto 13.00 hrs.)
(ii) Submission and Amendment of Requisition	- by 03.02.2020 (upto 17.00 hrs.)

After due date and time, registration, addition/amendment in requisition will not be possible in the website.

8. The queries regarding exemption from appearing in Hindi Examination shall be governed as per the instructions mentioned in **Departmental Examination (Central Excise & Customs) Rules, 2008 (GSR.217 dated 20.12.2008)** and the decision in this regard rests with the respective jurisdictional Commissionerates/Directorates. Hence, no query in this regard may be sent to the NACIN, ZC, Kanpur.

9. The queries regarding category-wise pass marks, eligibility to sit in the examination may not be referred to the NACIN, ZC, Kanpur, as these decisions rest with the respective jurisdictional Commissionerates/Directorates.

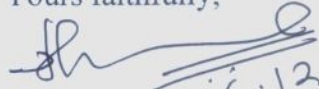
10. It may be mentioned that further instructions regarding examination shall be available on the Dash Board of the respective Commissionerates / Directorates in due courses. No hardcopy(s) will be sent for any communication in this regard.

11. While question papers of previous years available on the website provide a good reference, type of questions may vary significantly from year to year. To eliminate any possibility of copying by the candidates as well as to assess horizontal breadth and vertical depth of knowledge of candidates, pattern of questions likely to be asked in the examination particularly in the paper with books will require considerable preparation on part of the candidates. All candidates may be informed about the change in the patterns of questions papers. All the candidates appearing for the examination may be asked to visit website i.e www.nacenkanpur.gov.in regularly for latest information about the exams.

12. In case of any difficulty, **Shri Pradeep Chandra Yadav, Assistant Director (Mob.No. 8939142815)** or **Shri Vinay Kumar Nigam, Inspector (Mob.No.9935502719)** may be contacted on office phone number 0512-2580682 and email address nacen.kn-up@nic.in.

Attachments: As above

Yours faithfully,

  
16.12.2019

(S. K. Sharma)  
Additional Director General

ANNEXURE-I

**DEPARTMENTAL EXAMINATION FOR  
INSPECTORS OF CENTRAL TAX FOR CONFIRMATION**

**EXAMINATION SCHEDULE TO BE HELD W.E.F. 04.02.2020 to 07.02.2020**

<i>PAPER</i>	<i>SUBJECT</i>	<i>DURATION</i>	<i>DATE</i>	<i>TIME</i>	<i>PASS MARKS</i>
<b>PAPER-I</b>	<b>Central Excise</b> <i>(Without Books)</i>	3 hours	<b>04.02.2020</b>	10.00-13.00 hrs.	50/100
<b>PAPER-II</b>	<b>Customs</b> <i>(With Books)</i>	3 hours	<b>04.02.2020</b>	14.00-17.00 hrs.	50/100
<b>PAPER-III</b>	<b>Administration</b> <i>(With Books)</i>	3 hours	<b>05.02.2020</b>	10.00-13.00 hrs.	50/100
<b>PAPER-IV</b>	<b>Law</b> <i>(With Books)</i>	3 hours	<b>05.02.2020</b>	14.00-17.00 hrs.	50/100
<b>PAPER-V</b>	<b>Hindi</b>	2 hours	<b>06.02.2020</b>	10.00-12.00 hrs.	37/75
<b>PAPER-V</b>	<b>Hindi</b> <i>(Viva-Voce)</i>		<b>06.02.2020</b>	14.00-18.00 hrs.	13/25
<b>PAPER-VI</b>	<b>Viva-Voce</b>		<b>07.02.2020</b>	During office hrs. 9.30 to 18.00 hrs	50/100

APPENDIX 'E'  
[See Rule 2(1)(c)]

**SYLLABUS FOR THE DEPARTMENTAL EXAMINATION FOR INSPECTORS**

*(Maximum marks for each paper will be 100)*

**PAPER-I: Central Excise (Without Books)**

- |     |               |   |         |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100     |
| (b) | Pass Marks    | - | 50      |
| (c) | Time allowed  | - | 3 hours |

1. *The Central Excise Act, 1944 (1 of 1944) [Amendments made in Central Excise Acts, 1994 vide Taxation Laws (Amendment) Act, 2017 rules and regulation made therein].*
2. *The Central Excise Rules, 2002.*
3. *The Central Excise Tariff Act, 1985 (5 of 1986).*
4. *The CENVAT Credit Rules, 2004.*
5. *The Central Board of Excise and Customs Manual.*
6. *Board's Standing Orders, Notifications and Circulars relating to Central Excise.*

**PAPER-II: CUSTOMS (WITH BOOKS)**

- |     |               |   |         |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100     |
| (b) | Pass Marks    | - | 50      |
| (c) | Time allowed  | - | 3 hours |

**Syllabus:**

1. *The Customs Act, 1962 (52 of 1962);*
2. *The Customs Tariff Act, 1975 (51 of 1975);*
3. *The Customs Rules and Procedures;*
4. *The Foreign Trade Policy-2015-20;*
5. *Hand book of Export and Import Procedure;*
6. *The Customs, Allied Acts and Rules made thereunder;*
7. *The Special Economic Zone Act, 2005 and Rules made thereunder.*

**PAPER-III: ADMINISTRATION (WITH BOOKS)**

- |     |               |   |         |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100     |
| (b) | Pass Marks    | - | 50      |
| (c) | Time allowed  | - | 3 hours |

**Syllabus:**

1. *The Fundamental Rules and Supplementary Rules.*
2. *The Central Civil Services (Classification, Control and Appeal) Rules 1965.*
3. *The Central Civil Services (Conduct) Rules, 1964.*
4. *The General Provident Fund (Central Services) Rules, 1972.*
5. *The General Financial Rules.*
6. *The Central Treasury Rules.*

**PAPER-IV: LAW (WITH BOOKS)**

- |     |               |   |         |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100     |
| (b) | Pass Marks    | - | 50      |
| (c) | Time allowed  | - | 3 hours |

**Syllabus:**

1. *The Constitution of India.*
2. *The Indian Penal Code, 1860 (45 of 1860).*
3. *The Code of Criminal Procedure 1973 (2 of 1974).*
4. *The Code of Civil Procedure, 1908 (5 of 1908).*
5. *The Indian Evidence Act, 1872 (1 of 1872).*
6. *The Provisional Collection of Taxes Act, 1931 (16 of 1931)*

**PAPER-V: HINDI****I. HINDI (WRITTEN)**

- |     |               |   |         |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 75      |
| (b) | Pass Marks    | - | 37      |
| (c) | Time allowed  | - | 2 hours |

1. *Translation of a passage from English to Hindi and from Hindi to English;*
2. *Correction of sentences and giving Hindi words equivalents for English words;*
3. *Answer from the Hindi passage;*
4. *Classification of Official Language Act, 1963 (19 of 1963); and*
5. *Knowledge of Hindi rules and regulations.*

**II. HINDI (VIVA-VOCE)**

- |     |               |   |    |
|-----|---------------|---|----|
| (a) | Maximum Marks | - | 25 |
| (b) | Pass Marks    | - | 13 |

**Syllabus:**

1. *Conversation;*
2. *Reading of petitions and documents written in manuscripts in Hindi;*

**PAPER-VI: VIVA-VOCE**

- |     |               |   |     |
|-----|---------------|---|-----|
| (a) | Maximum Marks | - | 100 |
| (b) | Pass Marks    | - | 50  |

**Syllabus:**

*Questions on general working of the Commissionerate, General awareness in Science, Economy and Geography etc. and General Knowledge relating to production of the excisable goods in India and excise procedure relating to Domestic Industry, Exports Oriented Units (EOUs), Electronics Hardware Technological Parks (EHTPs), and Software Technological Parks (STPs) etc. Knowledge of the candidate of the procedure and work, which the officer has been handling during the period of training, will be particularly tested.*

## GUIDLINES FOR DEPARTMENTAL EXAMINATION FOR CONFIRMATION IN THE GRADE OF INSPECTORS OF CENTRAL TAX

**NOTE: Every Commissionerate/Directorate to get registered separately** to use option of sending requisition, printing of cover page, attendance sheet (before examination), attendance sheet (after examination), marks sheet and download Papers to conduct examination.

### STEPS:-

- Open Internet Explorer (Internet Explorer, Mozilla or Google Chrome)
- Type on Address Bar → [www.nacenkanpur.gov.in](http://www.nacenkanpur.gov.in)
- You will get a **HOME PAGE** of NACIN, Kanpur

### **1. For One Time Registration**

- Now Click on **Register New Commissionerate** button on right side box of home page name '**Commissionerate Login**' OR Tab '**Examination**' then '**Registration**'. You will get following Data (Screen).

Name of the Department*			▼
Name of the Zone*			▼
Name of the Commissionerate*			▼
Are you under Cadre Control (Y/N)*			▼
Choose Cadre Control*			▼
Address 1* (For Correspondence)			
Address 2			
Address 3			
State*			
City*			
Pin*			
<b>Details of Nodal Officer for Examination</b>			
Name*			
Designation*	<Select Designation>		▼
Mobile No.*			
E-Mail ID (Confidential)*			
Office Phone No.*	STD Code-		
Office Fax No.	STD Code-		

## \*Mandatory

A. STEPS for Department/Zone/Commissionerate Already Found in the database.

- Drop the field 'Name of the Department' by ▼ and select the department;  
(After selection department, data will automatically filter the 'Zone' under selected department)
- Drop the field 'Name of the Zone' by ▼ and select the department;  
(After selection Zone, data will automatically filter the Commissionerate under selected Zone)
- Drop the field 'Name of the Commissionerate' by ▼ and select the Commissionerate; If Commissionerate found, do the following steps. If Commissionerate not found see the **point 'B.'** of the instructions.
- Drop the field 'Are you under Cadre Control(Y/N)' by ▼ and select YES/NO;  
(If **Result** will be declared by the **Cadre Control**, Choose **YES** or will be declared by the **Commissionerate**, Choose **No**)
- Drop the field 'Choose Cadre Control' by ▼; (In which Cadre Control).
- Fill the Address1, Address2, Address3, State, City, Pin Code.

'Details of Responsible / Nodal Officer for Examination': The above Commissionerate may appoint a Nodal officer for said examination.

- Fill the Name, Designation, Mobile No., E-mail ID, office Phone No. & Office Fax No.
- Submit the above information by clicking '**SUBMIT**' button.

**NOTE:** After submitting the request online, you will get **user-id and password on given E-mail ID & Mobile Number**. After due verification by NACIN, Kanpur, your user-id will be activated. After activation, Nodal Officer for the said examination will be able to login [**'Commissionerate Login'** (for Departmental Examination only) (meant for Directorates also)] by filling username and password communicated in the given E-mail ID or Mobile number.

B. Registration for Commissionerate Not Found available In Data (Screen)

- Click on Add New (Right hand Side):-

Name of the Department	
Name of the Zone	
Name of the Commissionerate e.g. Mumbai-VIII <b>[Contact (Mobile) No. is necessary for verification]</b>	

- Fill the field 'Name of the Department';
- Fill the field 'Name of the Zone';
- Fill the field 'Name of the Commissionerate' along with contact **Mobile No.**
- Submit the above information by clicking '**SUBMIT**' button.

After receiving your request, NACIN authority will verify your request and if satisfied, NACIN will add your Commissionerate in the database and inform accordingly. Now you can apply for **One Time Registration** as per procedure elaborated above in **Point 'A' of these instructions.**

## 2. FOR SENDING REQUISITION

The Nodal Officer for the said examination can login after filling username and password [‘Commissionerate Login’ (for Departmental Examination only)]. After successful log in, you will get your Dashboard.

### For Requisition Form:-

- Click on Tab ‘Examination’
- Click on ‘Requisition’ OR

**Add Requisition:** Click on ‘Add Requisition’ (right upper)

**Fill the Form:** Fill Exam Centre, Name, designation, **Mobile, E-mail ID** and tick the paper in which the candidate is appearing. Roll No. will be generated automatically. Name and other details may be edited against the Roll No. The Roll No. cannot be deleted. In case the Commissionerate/Directorate desires to delete a particular roll no.(s) they may request this office through mail for deletion the desired Roll No.(s).

**NOTE:** **NEW FEATURE ADDED:** The **Mobile & E-mail ID of the candidate** will help him/her to know about **paper enrolled, date/time of examination, an alert SMS the day before the examination and the marks obtained in the given paper after declaration of the result** through SMS will flash on the NACIN website automatically.

### To View / Edit:-

- **View Requisition:** Click on ‘View Requisition’ (right upper)

### To Print Requisition:-

- Click on Print Icon

## 3. Print Cover Page of Answer Book (At least one day before)

Click on Examination → Instruction > Print – Cover Page of Answer Book > Download

The cover page is required to be pasted / attached on each Answer Book. If already printed on Answer books, then it may be ignored.

## 4. Print Attendance Sheet BEFORE Examination (Paper-wise & Examination Centre-wise)

Click on **Attendance Sheet** Tab

Select ‘**Before Examination**’

Select Examination Centre by ▼ & Paper by ▼ then click on ‘Print Sheet’

(Follow these steps to get attendance sheet for each paper)

## 5. Update Attendance Sheet AFTER Examination (Paper-wise after examination)

Click on **Attendance Sheet** Tab

Select ‘**For Updation**’

Select Examination Centre by ▼ & Paper by ▼ then click on ‘Go’

**UN-TICK** by clicking for ‘**Absent**’ candidate under ‘**Attendance**’ Column

**IMPORTANT - Un-tick** for absent candidate, **after each paper** to update the attendance sheet. Without Updation, it is not possible to print the attendance sheet of next paper.

## 6. **Print Attendance Sheet AFTER Updation (Topic-wise)**

Click on **Attendance** Tab

Select '**After Updation**'

Select Examination Centre by ▼ & Paper by ▼ then click on 'Print'

**(Follow these steps to get updated printout of attendance sheet for every paper for sending NACIN, Kanpur)**

## 7. **DOWNLOAD PAPER (Examination Centre - Wise)**

**(Question Paper will be made available 40 Minutes before the scheduled time of exam. The process to download paper will be as under:-**

Click on '**Download Papers**' Tab

Select "Examination Centre" then click on 'Go'

Download Paper and make set as per requirement by photo copying and **keep it confidential by the responsible officer.**

## 8. **Creation of Interview Board (General & Hindi Viva Voce)**

Click on **Viva→General Viva > Add New**

**Amendment in already existed Interview Board**

Click on **Viva→General Viva > Edit (Col.No.10)**

**Printout of Interview Board**

Click on **Viva→General Viva > Print**

## 9. **New Feature Added: Print Label of Answer Book Bundle (for packing & sending the answer books)**

Click on **Cover Page→Answer Book Bundle > Print Bundle**

**The Label of 'Answer Book Bundle' is required to be pasted on each Answer Book Bundle. (Many times ink-stamp is not legible so it is **COMPULSORY** to stick the label on the each answer book bundle)**

## 10. DOWNLOAD RESULT & COVERING LETTER

### For Covering Letter:-

- Click on Examination > Result-Covering Letter

### For Result:-

- Click on Examination
- Click on Result
- Select Examination Date → Go
- Print Result

Download Result (After Announcement of the result by NACIN, ZC, Kanpur)

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